



## OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau  
Superintendent

March 20, 2009

### **SCHOOL NUTRITION EQUIPMENT ASSISTANCE GRANT**

Through support from Public Law 111-5, the American Recovery and Reinvestment Act (ARRA) of 2009, the Office of Public Instruction will fund 45-\$5,000 grants to school districts participating in the National School Lunch Program (NSLP). While the primary effect of the NSLP equipment assistance grants authorized by the ARRA will be to improve the infrastructure in the NSLP, it is important to note that the authority for the grants was provided in the context of the overall effort to stimulate activity within the American economy.

### **EQUIPMENT DEFINITION**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment for the purpose of NSLP equipment assistance grant as articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 (or such lesser amount as the district uses when reporting equipment as assets in its financial statements). As with all Federal grant funds, equipment procured using NSLP equipment assistance grant funds must be reasonable and allocable in order to be reasonable and permissible costs. Generally, then, using NSLP equipment assistance grant funds to purchase a walk in freezer for school food service use would be an allowable cost; whereas renovation of the food service area would fall under the category of construction costs which must be borne by the school district's general fund.

### **FOCUS AREAS OF GRANT**

In keeping with the dual goals of improving program infrastructure and providing an economic stimulus, prompt purchase of equipment is encouraged. To make the most effective use of the equipment assistance grant funds, the district must document the need in one or more of the following four focus areas:

- equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines;
- equipment that improves the safety of food served in the school meal programs;
- equipment that improves the overall energy efficiency of the school foodservice operations; and/or
- equipment that allows the district to support expanded participation in the school meal programs.

### **AWARD TIMELINE**

- **May 8, 2009** Completed application, documented need for equipment according to one or more grant focus areas, and copies of bids are due to the Office of Public Instruction.
- **June 8, 2009** Districts will be notified of the grant award.
- **September 8, 2009** Grant funds should be expended to provide a timely impact on the economy.

# **SCHOOL NUTRITION EQUIPMENT ASSISTANCE GRANT APPLICATION**

District Name \_\_\_\_\_ District Number \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

School(s) Impacted	Equipment Needed (Document need on a separate sheet)	% Free/Reduced Eligible	Enrollment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Amount Requested (\$5,000 maximum) \$ \_\_\_\_\_

Amount that District plans to spend prior to June 30, 2009 \$ \_\_\_\_\_

## **District Commitment**

- I certify that the district has the commitment to initiate a new school lunch and/or breakfast program or enhance an existing school nutrition program through assistance of this grant.
- I certify that the funds will only be used for equipment purchases for kitchen/dining facility upgrades. Funding will not be used for employee wages or food purchases.
- I agree to make the school lunch and breakfast programs available to all students within the school; serve meals that meet federal nutrition requirements provided in 7 CFR 210 and 220; and provide free and reduced-price meals to children determined eligible under 7 CFR 245.
- I agree to submit a final report to the Office of Public Instruction by December 8, 2009 to document the outcomes of this grant, including documentation of the equipment purchased using grant funds; and estimates of the number of jobs created and/or retained by the projects/activities that would not have been created and/or retained in the absence of grant funds.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **INSTRUCTIONS FOR COMPLETION**

- ✓ Provide the district name, district number, address, telephone and e-mail address for the contact person.
- ✓ List the school(s) and the equipment to be purchased through this grant.
- ✓ Enter the percent of students eligible for free and reduced-price school meals as of October 31, 2008 for each school listed on the application.
- ✓ Enter the enrollment as of October 1, 2008 for each school listed on the application.
- ✓ Enter the amount of funds requested. You may request a maximum of \$5,000. Submit a copy of three bids for the equipment with this application.
- ✓ The authorized representative must review the certification statements, sign and date the form. The signature confirms that the district will carry out the proposed plan and submit a final report to the Office of Public Instruction by December 8, 2009. The district is expected to continue operating the school nutrition program in the affected school(s) unless there is good reason to discontinue. The district is expected to maintain the equipment and cover any additional cost not met by grant funding.
- ✓ **Mail the completed application to: Office of Public Instruction, Attention: School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501 by May 8, 2009. Do not send by fax.**

## **SELECTION CRITERIA**

## POINTS

- |  |    |
|--|----|
| • Need for equipment according to one or more focus areas<br>(Please document need in focus area(s) on a separate sheet of paper.) | 50 |
| • % Free/Reduced for school or average of all schools  | 15 |
| >50%   | 5  |
| • Number of students impacted (enrollment)   | 10 |
| >100   | 5  |
| <100   | 5  |
| • Copy of three equipment bids   | 10 |
| • District commitment by Authorized Representative Signature   | 10 |
| • Received by due date   | 5  |
| Not received by due date   | 0  |

100 Maximum

## RESOURCE

The National Food Service Management Institute (NFSMI) has recently developed a resource for districts entitled "Equipment Purchasing and Facility Design for School Nutrition programs," which includes information on decision making for purchase of school foodservice equipment. This resource is available on NFSMI's Web site at <http://nfsmi.org/>.